

How to Obtain a Fire or EMS Report

The **City of West University Place Fire Department** generates an incident report for every call for service including fire and medical responses. We comply with **Texas Safety and Safety Code, Chapter 773 Subchapter D. Confidential Communications** and **Chapter 181 Medical Records Privacy, HIPAA**, and other applicable medical confidentiality parameters, as well as the **Retention Schedule for Records of Public Safety Agencies** as outlined in Government Code section 441.158. To obtain a copy of a **Fire or EMS** report, please contact our Administrative Offices at **713-662-5836 or 713-662-5837** or visit our main office located at **3800 University Blvd**, Houston Texas, 77005 Monday thru Friday, 8am to 5pm. Please call ahead so we may locate the report for you in advance of your arrival. Reports may be delayed if they are awaiting completion or missing information.

EMS Patient Care Medical Records are restricted in disclosure in accordance with the **Health Insurance Portability and Accountability Act (HIPAA)**. In order to obtain a complete copy of an **EMS Patient Care Report**, you must demonstrate proof of the following:

- **You are the patient listed on the EMS/Medical Report. Picture ID required.**
- **You must sign in person for the report after showing proper identification. We will not fax or e-mail you an EMS Patient Care Report.**
- **If the patient is a minor, or you are the legal custodian of an orphan, the elderly or other circumstance, you must provide legal documentation for our review.**
- **An EMS Patient Care Report may also be obtained by a court order, or by providing legal authorization through a law firm representing you as a client.**
- **These procedures are required in order for compliance with the HIPAA and other medical confidentiality legislation to assure protection of your private health care information. We appreciate your understanding as we comply with federal law.**
- **Click on the file attachment below to view our agency Privacy Practices**

For more information contact the City of West University Place Fire Department Administrative Offices at

713-662-5836 or 713-662-5837 or visit us at 3800 University Blvd. (adjacent to City Hall)